



UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542

IN REPLY REFER TO

BO 12293.1A
CPO/HH/hlm
29 Sep 1976

BASE ORDER 12293.1A

From: Commanding General
To: Distribution List

Subj: Maintenance, Use, and Disposition of Civil Service
Personnel Records and Files

Ref: (a) FPM Supplement 293-1 (NOTAL)
(b) FPM/CMMI 293 (NOTAL)
(c) FPM 294 (NOTAL)

1. Purpose. To provide instructions governing the maintenance, use, and disposition of personnel records and files of Civil Service employees by operating officials.

2. Cancellation. BO 12293.1.

3. Basic Personnel Records and Files System. References (a) and (b) prescribe the basic civilian personnel records and files system to be maintained by each command. Records authorized for Organizational Commanders, Heads of Staff Sections, Chief of Services, and Department Heads, other than the Civilian Personnel Office, are limited to the following:

a. Employee Record Card (Standard Form 7B). The Employee Record Card is the only employee record card authorized for use at the operating level. This card is prepared initially by the Civilian Personnel Office and is forwarded to the unit or section for filing and maintenance. This card will be filed organizationally for General Schedule (GS) or Excepted positions. Multicolored dividers may be used to show organizational levels. Cards for Wage employees will be filed in the same manner except where there are large blocks of employees in a given occupation, the cards may then be filed alphabetically by occupation. The card is designed for use in pocket-type visible files and is used by operating officials as a basis for initiating personnel actions, recording personnel actions, details, pay adjustments, and recording other items which assist them in their management of personnel. The source of information for posting on the Employee Record Card will be either the employee's copy of the personnel action or EAM card. Entries will be handwritten in ink. After posting, the personnel action or EAM card must then be delivered promptly

to the employee. Duplicate copies of personnel action forms will not be made or maintained. When an employee vacates a position by termination, the card will be forwarded to Civilian Personnel Office. When employee vacates a position for other reasons the card will be immediately forwarded to the gaining unit or section.

b. Position Identification Strip (Standard Form 7D). This strip is filed in the pocket of the visible file with the Employee Record Card. Use of this strip is recommended for all General Schedule and Wage jobs. The strip contains a record of the position/job title, series, grade, and position number. When the employee vacates the position/job, the card is removed and the strip remains showing the position/job is "vacant". The strip is destroyed when the position/job description is cancelled or the position/job is abolished.

c. Position/Job Description, Performance Standard and Appraisal File. A file of descriptions for either Wage, General Schedule, or Excepted positions will be maintained in each subordinate unit or staff section. Copies of descriptions, with performance standards attached, will be filed by organizational segments from the highest grade to the lowest. Maintenance of a file of position/job descriptions assists officials in maintaining and planning proper work assignments and in organizational analysis and planning. The position/job description file also provides a means of acquainting employees with the duties and responsibilities of their positions.

4. Release of Information from Personnel Records and Files. Instructions concerning the release of information are contained in reference (c). In view of the Privacy Act, release to the public of any information from personnel records and files on Civil Service employees by operating officials is prohibited; this includes an employee's home address and telephone number. All requests for information should be referred to the Employment Division, Civilian Personnel Office, extension 2763.

5. Assistance. Assistance in the maintenance of personnel records may be obtained by contacting the Employment Superintendent, Civilian Personnel Office, extension 5918.

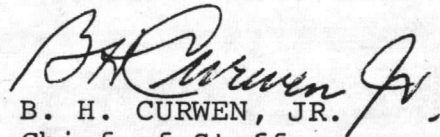
6. Applicability. Having received the concurrence of the

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Commanding Officers of Marine Corps Air Station (H), New River; Naval Regional Medical Center and Naval Regional Dental Center, this Order is applicable to those Commands.

DISTRIBUTION: "C"
Less Category III


B. H. CURWEN, JR.
Chief of Staff

